

Received:

Responded:

MPME Status:

Type: MED

SC

Other: CMM

ESQ

ARB

LOCATIONS:



**DISTRICT COURT OF MARYLAND
ALTERNATIVE DISPUTE RESOLUTION (ADR) OFFICE
Volunteer Mediator and Settlement Conference Neutral Application**

Please mail your completed application with supporting documentation to:

District Court of Maryland, Alternative Dispute Resolution (ADR) Office

911A Commerce Road, Annapolis, MD 21401

Phone: 410-260-1676

I. Applicant Information. Please print. Provide **only** your preferred contact information.

Full Name _____

Address (Home) _____

Address (Work) _____

Telephone (Home) _____ (Work) _____

Facsimile (Home) _____ (Work) _____

E-Mail Address _____

Date of Birth (Month/Day) _____

II. Volunteer Opportunity for which I am applying (please check all that apply):

☐ Mediator

☐ Settlement Conference Neutral

III. I am interested in providing ADR services in the following District Courts of Maryland: (Check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Allegany* | <input type="checkbox"/> Charles | <input type="checkbox"/> Prince George's |
| <input type="checkbox"/> Anne Arundel (Annapolis) | <input type="checkbox"/> Dorchester* | <input type="checkbox"/> (Hyattsville)* |
| <input type="checkbox"/> Anne Arundel (Glen Burnie) | <input type="checkbox"/> Frederick | <input type="checkbox"/> Prince George's (Upper |
| <input type="checkbox"/> Baltimore City (Fayette & Gay) | <input type="checkbox"/> Garrett* | <input type="checkbox"/> Marlboro) |
| <input type="checkbox"/> Baltimore County (Catonsville) | <input type="checkbox"/> Harford | <input type="checkbox"/> Queen Anne's* |
| <input type="checkbox"/> Baltimore County (Essex)* | <input type="checkbox"/> Howard | <input type="checkbox"/> Saint Mary's |
| <input type="checkbox"/> Baltimore County (Towson) | <input type="checkbox"/> Kent* | <input type="checkbox"/> Somerset* |
| <input type="checkbox"/> Calvert | <input type="checkbox"/> Montgomery (Rockville) | <input type="checkbox"/> Talbot* |
| <input type="checkbox"/> Carroll | <input type="checkbox"/> Montgomery (Silver Spring) | <input type="checkbox"/> Washington* |
| <input type="checkbox"/> Caroline* | | <input type="checkbox"/> Wicomico* |
| <input type="checkbox"/> Cecil* | | <input type="checkbox"/> Worcester* |

*Currently volunteer opportunities are undeveloped in these locations, however, you will be contacted once the ADR programs are implemented.

IV. Multilingual. Are you multilingual? _____ No _____ Yes If so, please list proficient languages only: _____

V. Licensed Practitioner. Are you currently a practicing attorney, psychologist or social worker? _____ Yes _____ No

If so, please identify which profession: _____

Also, please provide the state, court or jurisdiction(s) where you licensed to practice: _____

VI. Alternative Dispute Resolution Experience.

Please describe your ADR experience including the **type of ADR service provided** (mediation, arbitration, neutral case evaluation, neutral fact-finding, settlement conferences, etc.), the **case type** (e.g. contract, personal injury), the **number of cases** that you have handled **in the last twelve months**, and the **organization** (or private practice) where you received this experience.

ADR Service

Case Types

Number of Cases

Organization

VII. Alternative Dispute Resolution Training.

Describe all ADR training you have received. Please attach a copy of any certificates received and training outlines.

Course Title # of
hours Trainer and Organization Location Date

VIII. Formal Education.

Institution	City/State	Dates Attended	Degree & Date of Issue	Major

IX. Professional Affiliations/Community Activities.

List any professional affiliations and/or community activities in which you participate that you consider relevant. (Include bar associations and professional membership organizations).

Organization Position To/From Dates

X. MEDIATOR APPLICANTS (Settlement Conference Applicants - Skip to Page 4)

If you have received the 40-hour basic mediation training and are applying to become a volunteer mediator with our program, please answer the following questions.

- A. I have been a mediator since _____ (year).
- B. I have mediated _____ (#) disputes since becoming a mediator.
- C. I have mediated _____ (#) disputes in the past twelve months.
- D. I have observed _____ (#) mediation sessions, not as a co-mediator or participant, in the past twelve months.

Please identify the mediation model(s) in which you were trained, according to the trainer's outline and definition of mediation. For example: transformative; facilitative; evaluative; narrative, etc. _____

The District Court of Maryland ADR Office uses the Facilitative or Transformative approach to mediation. Which model will you use?

☐ Facilitative

☐ Transformative

In about 50 words, please describe your mediation style: *(you may write in your response here, or use a separate sheet of paper and note the attachment here.)*

The District Court of Maryland ADR Office **requires** all roster mediators to become a member of the Maryland Program for Mediator Excellence (MPME) **and to adhere** to all membership requirements of the MPME. *There is no cost associated with joining the MPME. If you have concerns about joining the MPME, please indicate your concerns below and we will take them into consideration.*

_____ (Please initial) I agree to become a member of the MPME and adhere to the membership requirements of the MPME. *(Required)*

_____ (Please initial) I am not joining the MPME at this time. My concerns are:

PLEASE PROVIDE SUBSTANTIVE WRITTEN RESPONSES TO QUESTIONS M-1 to M-4. Use your own paper to respond.

Applications received without written responses to the following questions may be disregarded.

M-1. In your opinion, what are three hallmarks of mediation?

M-2. Please describe the types of disputes, if any, you have mediated in the past three years.

M-3. In your own words, how do you describe the mediation process to disputants?

M-4. If you have ever been faced with an ethical dilemma as a mediator, please briefly describe that situation and how it was resolved.

XI. SETTLEMENT CONFERENCING APPLICANTS (Mediator Applicants – Proceed to Page 5 after completing Page 3)

If you are applying to become a settlement conference neutral with our program please provide responses to the following questions.
(Check all that apply)

I am a: _____ practicing attorney _____ retired attorney _____ retired judge
 _____ attorney - not actively practicing

*** Please note that the District Court ADR Office differentiates between mediation and settlement conferences. If you are serving as a settlement conference neutral, you may not call that process "mediation," nor should you call yourself a mediator while in the role of conducting a settlement conference.**

Number of years as a practicing attorney: _____

Number of years as a judge: _____

Please indicate your area(s) of concentration/practice. (Please check **all** that apply).

- ☐ Business/Corporate/Commercial
- ☐ Community /Neighborhood Associations
- ☐ Consumer
- ☐ Contract
- ☐ Construction
- ☐ Criminal
- ☐ Elder Law
- ☐ Employment/Workplace
- ☐ Environmental
- ☐ Family (divorce, custody, property)
- ☐ Health Care

- ☐ Insurance
- ☐ Intellectual Property
- ☐ Land use
- ☐ Landlord/Tenant
- ☐ Peace Order
- ☐ Personal Injury
- ☐ Personal Property (Replevin/Detinue)
- ☐ Other

Please identify the approximate percentage of your practice in the following venues:

_____ % in the District Court of Maryland

_____ % in any of the Circuit Courts in Maryland

_____ % in Federal Court

_____ % Other: _____

Of those cases filed in the **District Court of Maryland**, please identify the percentage of the type(s) of cases:

_____ % Contract

_____ % Replevin/Detinue

_____ % Landlord/Tenant

_____ % Peace Order

_____ % Tort

_____ % Other: _____

PLEASE PROVIDE SUBSTANTIVE WRITTEN RESPONSES TO QUESTIONS SC-1 to SC-2. Use your own paper to respond.

Applications received without written responses to the following questions may be disregarded.

SC-1. Describe your experience in settlement negotiations. In particular, how does your experience reflect why you should be selected to serve as a Settlement Conference Neutral for the District Court of Maryland?

SC-2. Describe your level of involvement with cases in which you represented litigants in the District Court of Maryland, if applicable.

SC-3. If you have ever been faced with an ethical dilemma while serving as a neutral, please briefly describe that situation and how it was resolved.

ALL APPLICANTS MUST PROVIDE RESPONSES TO THE REMAINING QUESTIONS AND SIGN AND DATE THE APPLICATION.

XII. Ethics and Professionalism.

Ethics, Monitoring and Other Requirements.

I agree to abide by any Code of Ethics approved by the Court of Appeals, to submit to periodic monitoring of court-connected ADR proceedings by a qualified person designated by the District Court of Maryland ADR Office, and to comply with the procedures and requirements prescribed by the District Court of Maryland ADR Office. *(Required)*

_____ Yes _____ No _____ (Please initial)

Current or Pending Disciplinary Actions.

Are there currently any **criminal charges** pending against you in Maryland or elsewhere **other than minor traffic violations**? If so, please provide details including the date of the alleged incident, the location and the name of the court and the alleged offense. *Use additional paper to provide an explanation.*

_____ Yes _____ No _____ (Please initial)

Criminal Convictions.

Have you ever been convicted of any crime in Maryland or elsewhere other than a minor traffic violation? If so, please provide the details including the conviction date, the location and name of the court, the offense and the sentence imposed. *Use additional paper to provide this information. Criminal convictions are not an automatic bar to this program.*

_____ Yes _____ No _____ (Please initial)

Ethics.

Have you ever been disciplined by any court, administrative agency, bar association, or other disciplinary committee, agency or group in Maryland or elsewhere for **unethical conduct or for the violation of any Code of Ethics**? If so, please provide details including the date, the disciplinary body, the conduct at issue and the disciplinary action taken. *Use additional paper to provide this explanation.*

_____ Yes _____ No _____ (Please initial)

Directory

The District Court of Maryland is considering publishing a statewide directory of District Court of Maryland ADR volunteers, either in hard copy, web-based, or both. It will list the volunteer's name, address, phone number, fax number, and email address. Would you be interested in being listed in this directory? (There is no charge to be listed and only current and active volunteers will be listed.)

☐ Yes

☐ No

XIV. What do you hope to accomplish as a District Court mediator or settlement conference volunteer?

Furnish any additional information which you consider pertinent, or set forth any facts which you feel may qualify you as an ADR volunteer.

I agree to the following and hereby represent that all information provided by me in this application is true and correct. I understand that while volunteering for the District Court of Maryland, I may hear, observe, or collect information of a confidential or sensitive nature and this information is not to be shared in any manner with anyone outside of the District Court of Maryland ADR Office.

Signature of Applicant

Date

In case of emergency, please contact: (Name) _____

Relationship: _____ Phone: _____